



# WASHOE COUNTY

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## STAFF REPORT

BOARD MEETING DATE: October 14, 2014

**DATE:** September 24, 2014

**TO:** Board of County Commissioners

**FROM:** Joey Orduna Hastings, District Court Administrator and Clerk of Court  
(775) 328-3194, [joey.hastings@washoecourts.us](mailto:joey.hastings@washoecourts.us)

**SUBJECT:** Approve the creation of two (2) full-time Case Compliance Specialist positions for the Second Judicial District Court and reclassify (2) full-time District Court Clerk II vacant positions (70000562 and 70000586) for this purpose effective October 14, 2014, at no additional expense and direct Human Resources and the Comptroller's Office to make the necessary adjustments.

(All Commission Districts)

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### SUMMARY

The proposed Board action is submitted to request that the Board of County Commissioners approve the creation of two (2) full-time Case Compliance Specialist positions for the Second Judicial District Court and reclassify two (2) full-time District Court Clerk II vacant positions (70000562 and 70000586) for this purpose effective October 14, 2014, at no additional expense and direct Human Resources and Comptroller's Office to make the necessary adjustments.

### PREVIOUS ACTION

None.

### BACKGROUND

The District Court was awarded a grant from the State Justice Institute to review and recommend "best practices" of case management for probate/trust and guardianship cases. Through this grant, and an independent review from the National Center for State Courts, a critical need was determined for the creation of two (2) Case Compliance Specialist positions to support probate and adult guardianship departments' workload and the respective cases. Therefore, the District Court is requesting that two (2) existing full-time positions, numbers 70000562 and 70000586 – District Court Clerk II – be reclassified to create two (2) new positions titled Case Compliance Specialist. These positions will assume the salary range of the District Court Clerk II positions and will not require additional funding. The existing positions, 70000562 and 70000586, are vacant. The District Court is not releasing its privilege or authority for future reconsideration of

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reverting the proposed positions back to the original classification of District Court Clerk II. Or in the alternative, to request additional staffing resources based upon court operational need.

### **FISCAL IMPACT**

There will be no fiscal impact with the creation of the two (2) Case Compliance Specialist positions as the positions of District Court Clerk II, numbers 70000562 and 70000586, are vacant. The newly created positions of Case Compliance Specialist will assume the salary range of the vacant District Court Clerk II positions.

### **RECOMMENDATION**

It is requested that the Board of County Commissioners approve the creation of two (2) full-time Case Compliance Specialist positions for the Second Judicial District Court and reclassify two (2) full-time District Court Clerk II vacant positions (70000562 and 70000586) for this purpose effective October 14, 2014, at no additional expense and direct Human Resources and Comptroller's Office to make the necessary adjustments.

### **POSSIBLE MOTION**

If the Board agrees with the recommendation, a possible motion would be to approve the creation of two (2) full-time Case Compliance Specialist positions for the Second Judicial District Court and reclassify two (2) full-time District Court Clerk II vacant positions (70000562 and 70000586) for this purpose effective October 14, 2014, at no additional expense and direct Human Resources and Comptroller's to make the necessary adjustments.

c.c. Chief Judge David Hardy

Joey Orduna Hastings, District Court Administrator

Cathy Hill, Court Fiscal Services Administrator

Nikki Berry, Court Human Resources Administrator

Kim Carlson, Senior Fiscal Analyst

Jim German, Washoe County Human Resources

Paul McArthur, Comptroller

**SECOND JUDICIAL DISTRICT COURT  
WASHOE COUNTY  
STATE OF NEVADA**

**CASE COMPLIANCE SPECIALIST**

\$45,000.00 - \$63,003.20 annual salary (DOE) plus comprehensive benefits package

**Announcement: TBD**

**All applications must be received no later than 5:00 p.m. on TBD**

Interested applicants should apply online at <http://www.washoecourts.com>. Completed applications should be emailed by clicking the green "Email Application" button at the upper, right-hand corner of the application. Include a cover letter, resume and three references. Applications without these items will be considered deficient. Applications may also be faxed to the attention of Court Human Resources at (775) 325-6601 or mailed to Court Human Resources, Second Judicial District Court, 75 Court Street, Reno, Nevada 89501. If you experience problems with the email function, please save the form and email directly to [hr@washoecourts.us](mailto:hr@washoecourts.us). **Resumes will not be accepted in lieu of the completed application.**

The Second Judicial District Court is an Equal Employment Opportunity Employer

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Under general supervision of Court Administration, performs complex and highly confidential case management work in the District Court. Under direction from judicial officer, plans, coordinates, and manages specific case types (probate, guardianship, family, general), ensures compliance with statutory timelines, assesses and determines the needs of parties, coordinates services within parties' economic resources, monitors estate reporting requirements, and performs other work related duties as needed.

**SUPERVISION EXERCISED**

Exercises no supervision over employees

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Records and prioritizes incoming cases; maintains and updates the case management database and schedules events related to assigned case type, and performs a variety of administrative and clerical duties.

Application of a wide range of subjects: social work concepts and technical case-type competency, interviewing, investigating, and case-type procedures and practices; developing and maintaining case reports and working files.

Initiates contact with parties to assess progress of assigned cases and provides support; makes recommendations for available services to help facilitate case movement and compliance with statutory timelines.

Serves as a knowledgeable resource for information regarding Court policies, procedures, objectives, and operational functions in the assigned area; responds to inquiries personally and

**Second Judicial District Court  
Job Announcement**

**Case Compliance Specialist  
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by other means of communication; provides information utilizing judgment, knowledge, and interpretation; resolves complaints; refers those making inquiries to appropriate source(s) as necessary.

Tracks and records court hearing dates and times for all cases under caseload.

May interview or conduct assessments with parties at request of the Court and prepares written reports to the Court.

Reviews petitions and other court pleadings to ensure compliance with statutory timeframes.

Creates and maintains accurate and detailed court files and electronic binders including calendars, forms, and reports; provides written and/or verbal updates to the Court and service providers as necessary. Monitors cases assigned to determine service needs.

Monitors the movement of the court cases from point of initiation to disposition; recommends bond amounts, monitors and reviews annual reports and financial accountings, identifies and recommends plans to address strategically difficult cases (e.g., conflicts between parties, change in status), exercises independent judgment and initiative.

Coordinates, links and tracks all related court cases.

Researches case histories, compiles statistical data in cooperation with Court IT Division, attends court, develops standardized forms, co-develops a differentiated case management system alerting judges officer to complex or non-compliant cases, sets events outside of courtroom, and performs other duties as assigned by judicial officer.

Monitors court proceedings to ensure compliance with statutory requirements for the protection of the litigants, keeps judicial officer informed, and provides pertinent support documents, financial information, and data in a timely manner.

May consult with professionals regarding the provision of services and problem resolution to ensure compliance and provision of services to parties as appropriate.

Compiles monthly statistical reports and attends all Court hearings.

All other duties as assigned.

**JOB RELATED SKILLS AND DUTIES:**

**Knowledge of:**

Casework preparation, principles, objectives and best practices.

Nevada Revised Statutes and legal authority for respective case types.

County regulations applicable to the respective case types.

Legal process for the respective case types (e.g., process to establish or terminate a guardianship)

Legal, medical, financial, and psychological terminology.

Bookkeeping and basic accounting principles.

Court procedure, courtroom process, and case management.

Interviewing methods and techniques.

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**Case Compliance Specialist  
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Additional duties of court clerk or administrative assistant.

**Ability to:**

Read, interpret and apply pertinent laws, regulations and standards, including eligibility criteria, legal/financial documents, and departmental policies and procedures.

Perform the duties of a sworn court clerk outside of the courtroom.

Research and coordinate referrals to community resources and financial services.

Gather, organize, analyze, and present a variety of data and information.

Prepare clear and accurate court documents.

Ability to communicate ideas clearly, concisely and logically, both orally and in writing with a diverse group of people.

Maintain confidential data and personal information.

Establish, foster, and maintain effective working relationships with litigants and stakeholders in the court of working in a particular case type.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Ability to work independently and to establish work priorities.

Ability to use word processing, spreadsheets, and database software applications.

**MINIMUM QUALIFICATIONS**

*Any combination of experience and training that would provide the required knowledge, skills, and abilities may be used to qualify for employment. A typical way to obtain the knowledge, skills, and abilities is:*

***Minimum Education and Training***

Bachelor's degree from an accredited college or university with major coursework preferred in public administration, social work, accounting, sociology, business administration, or a related field.

Three years of progressively responsible experience in case management including interviewing people, assessing information, understanding of community resources and eligibility requirements; and making determinations regarding financial, psychological, and physical needs.

Knowledge of personal computers and software, Microsoft Office suite and Adobe Acrobat office products is desired.

***Preferred Additional Education and Training***

Paralegal certification.

Master's degree or Law degree from an accredited college or university with major coursework preferred in public administration, social work, accounting, sociology, business administration, or a related field.